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Pre-Bid Conference Summary

The following is a summary of items discussed at the Pre-Bid Conference held on Thursday, August 23, 2018.

This summary is intended to be a general record of the meeting and *does not* constitute an amendment to the Invitation for Bids (IFB).

- **Introduction:** The meeting opened at 10:10 a.m. Abdullah Unseri from the Maryland Department of Housing and Community Development (DHCD) presided. Five (2) representatives from four (2) unique vendors attended.

- **Overview:** Mr. Unseri went over key information of the solicitation:

Solicitation Number: S00R8400015

Title: HQS Inspection Services

Issue Date: August 15, 2018

Due Date: September 19, 2018 at 2:00 p.m.

Question Deadline: September 11, 2018 at 12:00 p.m.

- **Page 12, Section 1.24 - Mandatory Contractual Terms:** Mr. Unseri called attention to this section of the IFB and stated that the State's mandatory terms and conditions are in the Code of Maryland Regulations (COMAR) and that taking exception to them may result in a proposal being rejected.

- By submitting a Bid in response to this IFB, a Bidder, if selected for award, shall be deemed to have accepted the terms and conditions of this IFB and the Contract, attached herein as Attachment A. Any exceptions to this IFB or the Contract must be raised prior to Bid submission. Changes to the solicitation, including the Bid Form or Contract, made by the Bidder may result in Bid rejection

- **Page 17, Section 2 - Minimum Qualifications:** Mr. Unseri explained that a factor that can automatically render a bid not reasonably susceptible of being awarded a contract is not providing documentation of minimum qualifications.

- The Bidder shall satisfy one of the following requirements:

1. The Bidder shall have completed one hundred (100) HQS inspections for Section 8 Housing Choice Voucher Programs within the last three (3) years.

For each entity for which Bidder has provided HQS inspection services within the last three (3) years, Bidder shall identify:

- a. Name of entity
- b. Name, complete address, email, and phone number of a contact person

- c. Type of inspections conducted
- d. Period (start date and end date) for which Bidder provided services; and
- e. Total number of HQS inspections

OR

1. The Bidder shall be a licensed home inspector by the Maryland Department of Labor, Licensing and Regulations (DLLR). If the Bidder is a firm, any inspectors employed by the firm to be assigned work under the Contract shall possess such a license. Proof of this shall include:
 - a. Full name of each Inspector to be assigned work under the Contract.
 - b. License number and expiration date for each identified inspector.

- **Pages 18 & 19, Section 3 –Scope of Work - Requirements:** Mr. Unseri introduced Alvin Lawson to speak in regards to the Scope of Work.

3.2 Scope of Work - Requirements

- 3.2.1 The Contractor shall have the general knowledge with response to the HUD rules, regulations, manuals, handbooks and other published guidance governing HQS inspections which may be amended and supplemented by HUD from time to time, including but not limited to the following (collectively, the Rules and Regulations):
 - a. Title 24, Part 982, Subpart I of the Code of Federal Regulations
 - b. Housing Inspection Manual: Section 8 Existing Housing Program
 - c. Chapter 10, Housing Choice Voucher Guidebook
 - d. Notice PIH 2010-10 (HA)
 - e. Form HUD-52580
 - f. Form HUD-52580A
- 3.2.2 All inspectors to be assigned by the Contractor to perform under this Contract must hold a valid certification in HQS inspection from at least one (1) of the following organizations:
 - Nan McKay and Associates, Inc.
 - National Association of Housing and Redevelopment Officials (NAHRO):
 - National Center for Housing Management
 - Quadel Consulting Corporation
 - U.S. Department of Housing and Urban Development (HUD)

HQS inspection certifications from other nationally recognized, public housing industry trainers that meet the requirements set forth in HUD’s “Housing Choice Voucher Program Guidebook” may be used in place of the above-listed certifications, in the Department’s discretion.

The Contractor shall provide the copy of a valid certificate for each inspector proposed to provide services under this contract.

3.2.3 The Contractor must fulfill the following requirements:

1. The Contractor must accept an assignment of work from the Contract Monitor immediately upon commencement of the contract.
2. All Inspectors assigned by the Contractor to perform HQS Inspections must have the required minimum experience, license and certification outlined in Section 2.1. The license and certification must remain current during the entire term of the contract.
3. The Contractor will perform HQS Inspections, completing for each inspection the long version of the HUD Housing Choice Voucher Program Inspection Form, Form 52580A, included as Attachment G and also available at http://www.hudclips.org/sub_nonhud/html/forms.htm.
4. The Contractor will be available to perform an average of approximately 250 initial HQS Inspections (move-in inspections or annual inspections) per year.
5. On a limited basis, the Contractor shall complete HQS Re-inspections of units that failed the HQS Inspection on the initial visit to ensure that required corrective work was completed and that the unit now passes the HQS Inspection.
6. Inspections are normally scheduled two to four weeks in advance by the Contract Administrator and must be performed on the date scheduled. Inspections are scheduled so as to minimize the distance between stops and “tenant-not-home” situations to the extent possible. An emergency inspection may occasionally be required at short notice at the discretion of the Contract Administrator, with a minimum of one day’s notice.
7. The Contractor will deliver completed 52580A Inspection Forms to the Contract Administrator at the end of the work day. The Contract Administrator will be responsible for owner notification of failed inspections and re-inspections.
8. The Contractor must be available by phone during regular business hours for the DHCD Cambridge Office, 8:30 a.m. to 5:00 p.m. Eastern Time, in order to answer questions related to scheduled and completed inspections.
9. Transportation will be provided by the Contractor and travel expenses paid by the Contractor.

- **Page 24, Section 4 – Bid Format:** Mr. Unseri pointed out that it is important to read and following the instructions as per Section 4 of the IFB.

- **Previous Contract:** DHCD-16-02 – High Quality Standard Inspection Services

Award: American Property Consultants, Inc.

Term: 08/29/2016 – 08/29/2018

Amount: \$25,000.00 NTE

- **Anticipated New Contract Start Date:** October 1, 2018.
- **Vendor Questions and Comments:** Questions were asked and addressed and will be posted via a separate document. Questions may be submitted up to 12:00 p.m. on September 11, 2018.

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- **Adjournment:** The meeting closed at 10:35 a.m. All vendor attendees signed in.